

**MSC Fall 2015 Membership Meeting  
October 1, 2015  
Red Lion-Colonia I Hotel. Natatorium Room  
Helena Montana**

**MINUTES**

**9:00 Welcome Members and Guests (Sinda Puryer)**

Executive Board introductions: Diane Anderson, Wendy Campbell, Lisa Mecklenberg-Jackson, Sonja Woods, Jack Albright, Kathy Robbins and Sinda Puryer

Not Present: Holly Harper

Introduction of MSC staff (Sarah McHugh, Ken Adams, Jemma Hazen, Jessie Goodwin and Amy Marchwick)

Housekeeping: Location of emergency exits, please speak into the microphone

Allison Badger (OPI) graciously offered to take minutes

Roll Call: Kathy Robbins (see separate document for attendees)

Approval of the Spring 2015 Meeting Minutes (Sinda Puryer)

**ACTION ITEM: Dale Alger (Roundup School – Community Library) moves we accept the minutes as presented. Libby Wolfe (PLUK) Seconds. Motion Carries.**

**MSC Workplan Description and Definitions (Wendy Campbell)**

**OVERVIEW**

Holly Harper noticed many libraries were undertaking similar projects and wanted to find a more efficient way for libraries to work together. At the 2015 Spring Meeting, a MSC work plan was proposed for collaboration and goal setting purposes. The goal is not to create additional work, but to avoid duplication. Additionally, this work plan will include projects based on yearly surveys for the Executive Board.

A paper survey, similar to the emailed one, will be distributed for members to fill out. It will be emailed to online attendees and those who did not attend.

**Questions/Comments:**

**Libby Wolfe (PLUK):** Has been working with Paulette from Missoula Public Library to cooperatively catalog her uncataloged materials. It has been fabulous!

**Carly Delsigne (North Jefferson County Library District -- Clancy):** Should I retake survey? I took it previously through email.

**Answer:** Please, because there were some misunderstandings regarding some questions.

**Kim Crowley (ImagineIf):** What happened to centralized cataloging? When did that change to enhancing records?

**Kathy Robbins (Billings Public Library):** At the July Executive Board meeting, we decided it would take another MSC hire to manage this project.

**Kim Crowley (ImagineIf):** I think it's something that should be explored using a cost-benefit analysis. Centralized cataloging would free up staff time at individual libraries.

**Jemma Hazen (MSC):** It shifted because most records are brought in by a few libraries. When you look at the numbers, we're close to collaborative cataloging. Also, the number of original cataloging records created by the MSC is very small.

**Ken Adams (MSC):** We're putting more of an emphasis on record cleanup.

**Sarah McHugh (MSC):** Regarding Kim's point, we should focus our original cataloging efforts on Montana-specific works. We already have cooperative cataloging -- where the bulk of MSC libraries benefit from the efforts of a small number of original catalogers. Our goal is to focus on those unique items that need to be cataloged. It is still possible to think about centralized cataloging, but we need to be clear about our intentions. We have people who are well-versed in the art of creating catalog records. Any person can do original cataloging in OCLC.

**Kim Crowley (ImagineIf):** I understand that. My bigger vision is we would have centralized acquisitions and maybe that starts with resource sharing groups.

**Diane Anderson (Missoula County Public Schools):** I don't have anyone on staff who has the comfort level with original cataloging or the time. I agree with Kim's point. Cooperative cataloging is a good starting point -- where we can identify needs.

**Roberta Gebhardt (MHS):** My concern with cooperative cataloging is the issue that only a few libraries are doing original cataloging -- you seem to want them to do that. I think it will put a lot of strain on those catalogers -- we cannot dedicate a few hours a week to cataloging other people's stuff.

**Sinda Puryer (FVCC):** Let's take fifteen minutes to fill out the surveys. For those attending via online, fill out and return to us by October 9.

## **BREAK**

### **Library Development Study Task Force: Listening Session at Fall Workshop (Sarah McHugh)**

#### **OVERVIEW**

Listening sessions are taking place around the state, including one at the MSL Fall Workshop. Due to stagnant state and federal funding, Jennie [Stapp] and I decided we needed to examine the best ways to focus MSL staff time and money. We assembled a task force of librarians to explore how to use these limited funds in the best possible way. In November, the Task Force will make its recommendations. We also want to know what MSL does to help you in your community -- what are staff are doing and what should we be doing.

### **Retention of Patron Checkout History -- Patron opt in/out (Ken Adams)**

#### **OVERVIEW**

A member library petitioned the Exec Board to add this feature. The system has evolved to a point where it will be on system-wide, but libraries and patrons have to opt in for information to

be available. To enable, individual libraries must contact MSC staff and patrons must contact their library. The WorkFlows user record must be changed to allow retention. Patron must make changes to their account.

### **Questions/Comments:**

**Heather Johnstone (Rosebud County Library):** Libraries contact you to enable. Do we have to contact you if a patron wants to enable?

**Answer:** Patron can turn off and on in Enterprise, which turns this feature on and off in WorkFlows

**Diane Anderson (Missoula County Public Schools):** Patron privacy? Legal issues?

**Answer:** The onus is on the patron/library, not MSL/MSC. Also MSC By-Laws address this issue.

**Answer:** We brought this to Jennie [Stapp] – she is comfortable enabling it. She doesn't anticipate issues with records on the MSL server because patrons are giving libraries permission to retain records.

**Kim Crowley (ImagineIf):** For resource sharing groups – where we have access to non-patron records, can other libraries see these records? Can Partners libraries see these records?

**Answer:** Partners will be able to see other Partners' records.

**Kim Crowley (ImagineIf):** Records can be subpoenaed – the fact that other libraries have access is troubling.

**Heidi Sue Adams (Kalispell Regional Medical Center Medical Library):** Special libraries, particularly medical libraries, have additional privacy concerns because of HIPAA [Health Insurance Portability and Accountability Act]. We can't support it.

**Answer:** Even if we uncheck box, no patron records will be saved until the patron makes that choice.

**Kate VassarGiese (Sun River Valley Schools):** Will the history be retained if patron opts in and then opts out?

**Answer:** We will purge that information.

**Carly Delsigne (North Jefferson County Library District -- Clancy):** If we're physically registering patrons, we have to turn it off each time we register?

**Answer:** We can adjust your settings for a nightly purge and so it's not automatically on.

**Kim Crowley (ImagineIf):** This is for patrons. Why does staff need to see this? We should be able to get rid of the tab so staff cannot see this information.

**Answer:** I don't think we can set it so staff can't see patron history.

**Jenni Hammontree (Judith Basin County Free Library):** Since we choose books for patrons, it would be nice to be able to check histories to know what people have been reading

**Libby Wolfe (PLUK):** It would be helpful to know when patrons ask – it's a patron's choice.

**Sonja Woods (Miles City Public Library):** It's another way to help patrons.

**Jodi Oberweiser (Drummond School and Community Library):** I treat Partners patrons as my own, but I understand Kim's concerns. It would be nice to see records in order to help them.

**Kim Crowley (ImagineIf):** I'm for users having access to this data. Staff could get to this through public access. My concern is that it would be sitting in WorkFlows.

**Kelly Reisig (Sidney-Richland County Library):** It would be great to provide a higher level of customer service for patrons from other parts of the state.

**Gale Bacon (Belgrade Community Library):** BridgerNet Sharing Group asked if this could be discussed. We are in favor of this proposal for all the reasons stated. Library staff are already accountable for email/phone/holds information. The benefit outweighs the risk.

**Kathy Robbins (Billings Public Library):** How does this work with branches? Do all branches have to be enabled?

**Answer:** There is one Enterprise profile for each library, so if we turn it on for one branch, we turn it on all. There is no way to turn it on for individual branch libraries.

**Diane Anderson (Missoula County Public Schools):** What type of information is stored?

**Answer:** Patron ID, Item ID, Circ Rule and Date.

**Kim Crowley (ImagineIf):** Is our server robust enough?

**Answer:** Good question. Yes! I've heard from other consortia that a busy patron will slow down Enterprise account access and WorkFlow accounts. At a certain point, they delete checkout histories. Patrons cannot delete their histories. Only MSC staff can.

**Amy Marchwick (MSC):** What will display for staff and patron (Patron Display): Title, item id, last time checked out, due date, discharged, patron name

**Wendy Campbell (Darby Community Public Library):** Before MSC staff purged, we would need to let patrons know they would only have access to their histories to a certain point? If we turn it on and click on patron tab, we're only go to see if that patron turned on in Enterprise?

**Answer:** Yes. Tab will not show up for patrons who have not opted in. Patrons must check record history in Enterprise.

**Amy Marchwick (MSC):** Even if the tab appears, it will be empty if a patron has not opted in.

**Heidi Sue Adams (Kalispell Regional Medical Center Medical Library):** Permanence of information?

**Answer:** Permanent until staff purges or until user record is deleted.

**Joey Kositzky (Whitefish Community Library):** How would this work for parents and children? Parents could view a child's history.

**Answer:** If parents have access information, they can access their children's accounts. It's up to individual libraries – they would need to have some sort of form outlining risks.

**Della Haverland (Stillwater County Library):** If we set up a purge, will system send out an email notifying patrons.

**Answer:** We will notify the library, but not patrons.

**ACTION ITEM: Jodi Oberweiser (Drummond School and Community Library) motions to contact SirsiDynix to enable tracking of charge history. Dale Alger (Roundup School – Community Library) seconds the motion. Called for the vote. Motion carries.**

**Gale Bacon (Belgrade Community Library):** Can individual libraries set purge levels?

**Answer:** It would be easier for MSC staff if purge number was consortium-wide

**Kim Crowley (ImagineIf):** My understanding is for resource sharing, it's all in or all out.

**Answer:** Not all in or all out. Individual libraries can opt.

**Jodie Moore (Red Lodge Carnegie Library):** Clarifications – there is no way to get past history? A patron's history starts at opt in date, correct? Also, is it only available for Enterprise libraries?

**Answer:** Yes and Yes.

**Heidi Sue Adams (Kalispell Regional Medical Center Medical Library):** Can it be set so it defaults to off?

**Answer:** That's a future enhancement

**Ken Adams (MSC):** Once we take care of the RDA update and Oracle update, we will set this in motion – after December 1.

### **MSC Reorganization Update (MSC Staff)**

**Amy Marchwick (MSC):** Reorg is not done! Due to new MSC staff and libraries, it has been slowed down. As of October 15, it will be our priority. Beginning on October 15, emails will go out regarding circ rules, home locations and item categories. Other changes include turning off unused WorkFlows modules and changing default tech and circ passwords. Should be finished by the Spring 2016 meeting. Home location changes need to occur by May 1, 2016 because 007 changes are taking place in March and April.

**Jemma Hazen (MSC):** Libraries need to notify MSC by December regarding circ rules – will you accept MSC suggestions or choose another suggested circ rule. On November 1, another email will be sent discussing item categories (1 and 2). Again, you can accept MSC suggestions or make an alternative selection.

### **Workplan questions (Wendy Campbell (Darby Community Public Library)**

The Executive Board is working on work charts. Using the survey results, the Board will identify two or three things to address. We will share these decisions with you. We will also track member library's projects using a work chart. This will allow other libraries to see if there projects where they can offer their assistance.

### **Changes to MSC By-Laws (Sinda Puryer)**

Trying to simplify MSC By-Laws. Let's discuss each change individually, beginning with library size definitions.

**ACTION ITEM: Dale Alger (Roundup School – Community Library) moves to accept the changes made to Article V: Executive Board, Paragraph 2: Change definitions for library size of the MSC By-Laws. John York (Montana Academy) seconds the motion.**

**Kim Crowley (ImagineIf):** I think we're amending the by-laws. So we should move to amend the bylaws

**Dale Alger (Roundup School – Community Library) so moved. John York (Montana Academy) seconds. Jodi Oberweiser (Drummond School and Community Library) calls for the question. Motion carries.**

**Sinda Puryer (FVCC):** Article V: Executive Board, Paragraph 11: Changing the URL. I will entertain a motion.

**ACTION ITEM: Jodi Oberweiser (Drummond School and Community Library) so moves. Rhonda Horner (Noxon School K-12) seconds. Motion is carries.**

**Sinda Puryer (FVCC):** Article VI: Meetings, Paragraph 4: Changing the URL.

**Kim Crowley (ImagineIf):** I don't think we should have URLs in our bylaws because URLs are changeable. Why can't it just say the minutes will be available on the website and the listserv?

**Dale Alger (Roundup School – Community Library):** Kim is suggesting that we make this change at the next meeting?

**Kim Crowley (ImagineIf) moves that we amend Article V, paragraph 11 to delete the URL and state to post in a timely manner to the MSC website and the listserv. Libby Wolfe (PLUK) seconds the motion. Rhonda Horner (Noxon School K-12) calls for the question. Motion passes.**

**Kim Crowley (ImagineIf) moves that we amend Article VI, Paragraph 4 so that these minutes will be made available to MSC Website and listserv. Anita Scheetz (Fort Peck Community College Library) seconds. Motion carries.**

**Sinda Puryer (FVCC):** Article VIII: Paragraph 5: Committee Travel Reimbursement.

**Heidi Sue Adams (Kalispell Regional Medical Center Medical Library):** Will there be a reference to where we can find current State rates?

**Ken Adams (MSC):** Current rates can be found on the State of Montana website.

**ACTION ITEM: Kim Crowley (ImagineIf) moves to change Article VIII, Paragraph: Committee Travel Reimbursement -- strike what's there and replace with the phrase "reimbursement based on State of Montana current rates," as well as remove the comma. Rhonda Horner (Noxon School K-12) seconds. Motion passes.**

**Sinda Puryer (FVCC):** Delete Article VIII: Paragraph 6: Committee Travel Reimbursement entirely. Discussion?

**ACTION ITEM: Dale Alger (Roundup School – Community Library) moves to remove Article VIII: Paragraph 6: Committee Travel Reimbursement. Anita Scheetz (Fort Peck Community College Library) seconds. Motion carries.**

## **MSC Contract Changes (Kathy Robbins)**

### **OVERVIEW**

- Addition of Resource Sharing to Section 3: Definitions
- Changes to Section 6: Termination
- Changes to Section 10: Shared Costs
- Changes to Section 11: Termination Costs
- Additional of additional language and removal of Marchive to Section 15: Bibliographic, Item, Patron, Circulation and Authority
- Changes to Section 18: System Administrator Duties
- Changes to Section 20: Member Library Responsibilities

### **Questions/Comments:**

**Dale Alger (Roundup School – Community Library)/Rhonda Horner (Noxon School K-12):**

Do we need to include URLs in the contract or change them to “website”?

**Answer:** We should follow the same pattern with URLs – take out so we aren’t always having to make contract changes.

**Heidi Sue Adams (Kalispell Regional Medical Center Medical Library):** Does email communication qualify as written?

**Answer:** I’d say yes based on previous practices.

**Kate VassarGiese (Sun River Valley Schools):** Once we make revisions, we have to sign a new contract? What if our current school administration doesn’t want to sign?

**Answer:** Please get in touch with Jennie [Stapp] and myself [Sarah McHugh]. I would follow the

**Sarah McHugh (MSC):** We ran the contract before Jennie [Stapp] to make sure we didn’t need to run by MSL legal counsel. Jennie didn’t think we needed to go through the lawyer. You can approve as is or make changes.

**Lisa Meklenberg-Jackson (State Law Library):** Procedurally because these are not bylaws, there are no provisions for changes. We don’t have to make motions for each change, we can discuss them and then make one motion at the end. If there is disagreement, you would have to do a motion at that point.

**Lisa Meklenberg-Jackson (State Law Library):** Might be for Sarah. The staff costs statement? Should that be removed or left in?

**Answer:** Thanks for asking. The initial wording referred to paying staff directly for removing a library/resource sharing group. We can’t do that because they are state employees. We decided to soften the wording to this is the cost of getting out of a resource sharing group. Decided to keep language general. We won’t charge library for additional staff time to remove records.

**Ken Adams (MSC):** The money is paid into the MSC propriety fund, not to the staff.

**Diane Anderson (Missoula County Public Schools):** Vendor records -- we need to have better standards. MSC staff has been very helpful when we ask for help enhancing vendor records. We support this change.

**Katy Callon (Montana Department of Transportation Library):** Costs outside of budget – are these additional costs or new purchases?

**Answer:** Both, we had to buy an uninterruptible power supply because the old one wore out.

**Action Item: Kim Crowley (ImagineIf) moves to make the approved changes to the MSC Contract, including the amended changes to Section 18: System Administrator Duties. Debbie Wellman (Choteau County Library) seconds. Motion carries.**

**Kathy Robbins (Billings Public Library):** Discussion?

**Katy Callon (Montana Department of Transportation Library):** I think we should make a change to Section 18: System Administrator Duties. MSC membership needs to be notified if there are additional/extra costs.

**Dale Alger (Roundup School – Community Library):** There's a motion on the floor. I think we need to amend to the motion.

**Kate VassarGiese (Sun River Valley Schools):** I second the motion to amend the changes

**Dale Alger (Roundup School – Community Library)** Point of order. We have to vote on the motion than the amendment.

**Kathy Robbins (Billings Public Library):** Vote on the amendment as proposed by Katy Callon (Montana Department of Transportation Library. Amendment passes.

**Ken Adams (MSC):** Changed contract will be run by Jennie. Then we will send it out in a few weeks.

## **LUNCH**

### **MSC System Operations Update: elibrary/Enterprise, Reorganization, BLUEcloud (Ken Adams)**

#### **FY 15 and 16 Budget Updates**

#### **Hardware Update**

Since Enterprise hosted is out-of-state, we can't upgrade it ourselves. Reviewed the Director's Station situation, which began when Microsoft announced it would no longer support the Microsoft 2003 no longer. Along the same lines, we will be required to update from Oracle 10g to Oracle 11g. As a result, ITSD wouldn't allow the MSC to continue using this server. Also updated membership on IBM servers – related to Director's Station. Additionally, we needed to purchase and install a new test server input/output drawer, an uninterruptable power supply, and update the MSC laptop lab.



The system will be unavailable on October 12, 2015 for about six hours while the Oracle 11g migration takes place. Libraries will need to operate “offline” during this period.

### **Questions/comments:**

**Diane Anderson (Missoula County Public Schools):** Really appreciates the MSC staff’s efforts to keep us functioning and ahead of the game, with a minimal impact to users.

**Anita Scheetz (Fort Peck Community College Library):** Have you evaluated MSC hardware, so you have some idea of what will need to be replaced/updated in the near future?

**Answer:** Not as much as we would like to. We knew Director’s Station was coming in March 2015 and let Sirsi know they needed to help us. We were unaware of the ITSD security hoops, until they scanned our servers. We plan for what we know about it.

**Nancy Freburg (Petroleum County School-Community Library):** Our school has gone to Windows 10. How well that impact Workflows?

**Answer:** If Windows 10 impacts Workflows, we can help you to a point wit, but if we have to go Sirsi, they won’t help us because they haven’t certified Windows 10.

### **Software Update**

Symphony upgrade 3.5.1 will enable holds processing in MobileCirc. The next Enterprise upgrade will enable patron requests, books by mail, lots of bug fixes and other enhancements. It will also add a Buy it Now button. A web services upgrade is scheduled after the Oracle migration is completed. At some point WorkFlows is going away. It will be replaced by the web-based BlueCloud Cataloging. BlueCloud Analytics currently lacks historical stats. An upgrade was released next week. The BlueCloud Central: Administration Screen will have everything on this screen and will interfaces Web Services with Enterprise. In the near future, a BlueCloud Circulation pilot will beginning. Finally, Shoutbomb allows for renewal texts to be sent/when card expires.

### **Questions/Comments:**

**Carly Delsigne (North Jefferson County Library District -- Clancy):** At the 4 Rivers Federation meeting, you mentioned there would a Bluecloud training session at MLA?

**Answer:** We’ll have a BlueCloud Analytics training session at MLA, if it’s approved. BlueCloud Analytics is very different from Director’s Station. It won’t let us create users willy-nilly. There will be a big learning curve.

**Diane Anderson (Missoula County Public Schools):** Introduced BlueCloud Analytics to our staff. It’s a dashboard style interface that will require lots of training, but once you’re used to it, it will be great.

### **CMC Update (Jemma Hazen)**

September CMC meeting focused on the GMD sunset and the updated SCP. The goal is to make more dynamic and web-based. Following this meeting, the new SCP will appear on the MSC website. Additionally, there will a video tour of the SCP.

**New additions to the SCP:** Added bib record standards to Section 2. There are different standards for different record types. Libraries can use these standards when obtaining vendor records, as well as when bringing in new records from OCLC. The SCP also expanded the definition of on order records and how members should treat those records. Finally, all references to series, serials and multipart works were combined into one section that include definitions and analytic guidelines.

Coping with the disappearing GMD (gasp!): While OCLC will no longer retain the GMD beyond March 31, 2016, MSC records will continue to include it. However, please stop adding after December 31, 2015. This change can be ameliorated through the addition of the 007 field. This field dictates which icons appear in Enterprise, making it easier for patrons. Section 6.5 discusses how and when to add. Other changes include adding the 338 carrier information to the Reading Program column on the Title Search screen in WorkFlows. Patrons using Enterprise

In November, Sirsi-Dynix will be adding RDA elements to AACR2 records.

**Workplan:** CMC will focus on cooperative cataloging/record cleanup and making the SCP web-based and more wiki-like with the inclusion of photos and videos.

### **Learning Portal Update (Jessie Goodwin)**

The MSL website will be undergoing a cosmetic update. This update includes the Learning Portal as well. We will be adding more training resources – manuals, PowerPoint presentations, links to videos and a training curriculum organized by knowledge area. Our goal is to have a checklist for curriculum – use for new staff training.

**Dawn Kingstead (Glendive Public Library):** Have we recorded one of Roberta's [Gebhardt] presentations and if so, can we post it?

**Answer:** No we have not. [Roberta shook her head no to being recorded]

**Allison Badger [OPI]:** Will there be links to other cataloging resources?

**Answer:** Our focus isn't original cataloging, but if you send me a list, we'll see.

**Diane Anderson (Missoula County Public Schools):** Nice to have something to go back to, so you can focus on what you need to. Not so overwhelming if you can go back.

### **Public Comments, wrap up and adjourn (Exec Board)**

Next meeting will be May 5-6, 2016 in Helena. Will not be the Red Lion because it is already booked.

**Sarah McHugh (MSC):** Ken announced his retirement – December 31, 2015. Last working day will be December 18, 2015. This will be a quick hiring process. We want members and the Executive Board participate during the online presentations. We also want member participation on screening and interview committees.

**2:00 Meeting adjourned.**